

Work Support Payments

When TANF Cash is closed, OPA Case Managers:

Step	Action
1.	On AFED, enter the appropriate closure code in the DENIAL CLOSURE REASON field. <ul style="list-style-type: none"> If you enter IEN (Income Exceeds Needs), or if TEAMS had automatically populated the DENIAL CLOSURE REASON field with TLE (Time Limits Exhausted), TEAMS will allow you to update the WORK SUPPORT PAYMENT field by entering WPR (Work Support Payment Referral) to authorize the payment. If other codes are entered/found in the DENIAL CLOSURE REASON field, a Work Support Payment denial code must be entered in the WORK SUPPORT PAYMENT field.
2.	Enter the appropriate code in the WORK SUPPORT PAYMENT field. Codes are available in online help. <ul style="list-style-type: none"> If a Denial code is entered, TEAMS will display the following message: Remember to enter case note for work support denial.
3.	Upon issuance of approved payments, TEAMS automatically enters the income on UNIN, enters a case note, and generates and prints the A129 notice.

Work Support Payment Changes:

- Approval, needs to be changed to a denial:

Step	Action
1.	For current month closures, the approval code can be changed to a denial code until monthly issuance takes place.
2.	For prior month closures, the field will be locked immediately when an approval code is entered.

Work Support Payment Changes:

- Denial, needs to be changed to an approval:

Step	Action
1.	For prior month closures, a denial code can be changed to an approval code through the 10 th calendar day of the month following the TANF Cash closure.

Work Support Payment Changes:

- A Work Support Payment needs to be issued after the 10th of the month following closure has passed:

Step	Action
1.	Contact Sue Rutherford at Central Office.

Note: TEAMS will only allow authorization of one Work Support Payment in each year (12 consecutive months).